

## **C9. CONVERTING PRE-AACR2 RECORDS TO AACR2**

If required by institutional policy, or if the cataloging complexities warrant it, pre-AACR2 records may be converted to AACR2, according to CONSER policy as stated in B4.3. In order to recatalog a record to AACR2 an issue must be in hand, the evidence from which is reflected in either a formatted 362 field or in a "Description based on" note. Note: A pre-AACR2 record for a monographic series is converted to AACR2 if an AACR2 series authority record for it exists in the name authority file and the form of the entry of the bibliographic record does not match the authority record. For more information on pre-AACR2 records, see Module 22 of the *CONSER Cataloging Manual*, "Interpreting Pre-AACR2 Serial Cataloging Records." See also CCM 21.4.2, "Converting pre-AACR2 Records to AACR2."

### **C9.1. Restrictions and procedures**

#### **C9.1.1. LC authenticated records.**

Records that are authenticated with a code of "lc", "lcd", or "msc" that have been cataloged by the Library of Congress cataloging sections may be converted to AACR2, but only in the situations covered in B4.3. LC must be notified of the change in all cases. When making the conversion, the CONSER cataloger:

- | 1) Leaves the original LC control number in subfield  $\neq$  a of the 010 field;
- 2) Does not change the authentication code "lc" in field 042;
- 3) Adds "AACR2= [OCLC symbol of institution]" in field 936 (e.g., AACR2= EYM).

For further guidelines concerning the conversion of a pre-AACR2 LC-authenticated record, see C3 and C8.

#### **C9.1.2. Any other pre-AACR2 record.**

CONSER catalogers may convert other authenticated or non-authenticated records to AACR2 as necessary. When converting and consolidating authenticated records, see C8 for instructions.

**C9.2. Successive Entry Records****C9.2.1. Choice of entry unchanged**

- 1) Alter description based on earliest issue in hand, following AACR2 and LCRIs.
- 2) If a formatted 362 field (first indicator = 0) is present in a record, and the first issue is not in hand, incorporate the information into a note, and recode the first indicator to 1. Add a "Description based on" note in field 500.
- 3) Change other notes as appropriate (e.g., form of volume/date information, etc.).
- 4) Change form of entry in linking fields, when necessary, from key title to cataloging entry form.
- 5) Convert all main and added entry headings and series added entries to AACR2 form.
- 6) Determine necessity for uniform title heading (130) or uniform title (240) as prescribed by RI 25.5B.
- 7) Add code "a" to DESC in fixed field.
- 8) Add required ISBD punctuation (e.g., fields 245, 260, 300).

**C9.2.2. Choice of entry changed**

When the choice of entry would be different under AACR2, the cataloger must eventually go through all the steps above but must first determine whether the AACR2 record should cover a different (usually expanded) period of time than the pre-AACR2 record, and whether there are additional records which require consolidation (see C8).

If the span of years to be covered by the AACR2 record is different, the following fields should be carefully checked for any needed changes:

- 1) Fixed field dates (008/7-14); publication status (008/6); country of publication code (008/15-17)
- 2) 260 ≠ c
- 3) 300 ≠ a

- 4) 310/321 (when dates are present)
- 5) 362
- 6) 5XX (for dates)
- 7) 550 (incorporate earlier or later issuing bodies, as necessary)
- 8) 7XX (make additional added entries, as necessary)
- 9) 760-787 (add, change, or delete, as necessary)

### **C9.3. Latest entry records**

Latest entry records are not to be converted to AACR2 nor split into successive entries.

EXCEPTION: If the latest entry has no 247 fields (i.e., there is no earlier title) and the latest entry has a 100, 110, or 111 and under AACR2 the entry would be under title, the record may be converted to AACR2. Change the fixed field S/L ENT code (008/34) from "1" to "0".

**Related fields, etc.** C8, C10, C12, 010, 936, *CCM* Modules 21 and 22